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EMPLOYEE HANDBOOK

BUREAU OF LAND MANAGEMENT

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The Bureau of Land Management, U.S. Department of the Interior, is entrusted with the stewardship of the Public Lands. It is committed to the principle that these lands shall be devoted to the best combination of uses in the service of the Nation and the people, now and in the future. As directed by Congress, and in cooperation with the people and local governments, it administers these lands for recreation, wildlife, minerals, wood, water, and forage; for open space and community growth; for educational and industrial expansion; and for the security of the Nation.

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United States
Department of the Interior

EMPLOYEE HANDBOOK

Bureau of Land Management

September, 1970
(Revised)

FOREWORD

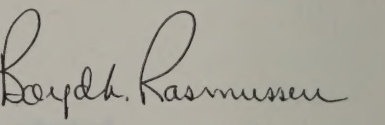
We hope you will find your work as a member of the BLM Team interesting and challenging.

The Bureau of Land Management is growing. In 1946 it had just under 1,200 permanent employees; today it has over 3,700. Its growth is due to an increased interest in the public lands and public land resources and the increase in its public services.

Each individual employee shares a great responsibility; the many programs and the vast acreages under the Bureau's jurisdiction require effective performance from all employees. Whatever the demands of your position, as a member of the Federal workforce your performance must reflect the fact you are engaged in public service.

When the opportunity arises to be of assistance to a member of the public, whether by telephone or in person, remember that your response will help shape public opinion of the Bureau and its programs.

This handbook is designed to help you gain a better understanding of your rights and responsibilities as a Bureau employee and also to acquaint you with the many opportunities and advantages available to you. Keep your copy of the handbook close by. You will find yourself referring to it frequently in the days ahead.



Director

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YOUR BUREAU

The Bureau of Land Management, established July 16, 1946, through the consolidation of the General Land Office (created in 1812) and the Grazing Service (formed in 1934), is the principal administrator of the Federal public lands. Its responsibilities include:

Managing the Nation's public lands and resources wisely, to prevent waste and destructive exploitation, and to preserve and protect the priceless heritage and destiny of the public resources in the Bureau's trust.

Assuring the continued role of the public domain as a storehouse of land and resources from which future national needs can be supplied by:

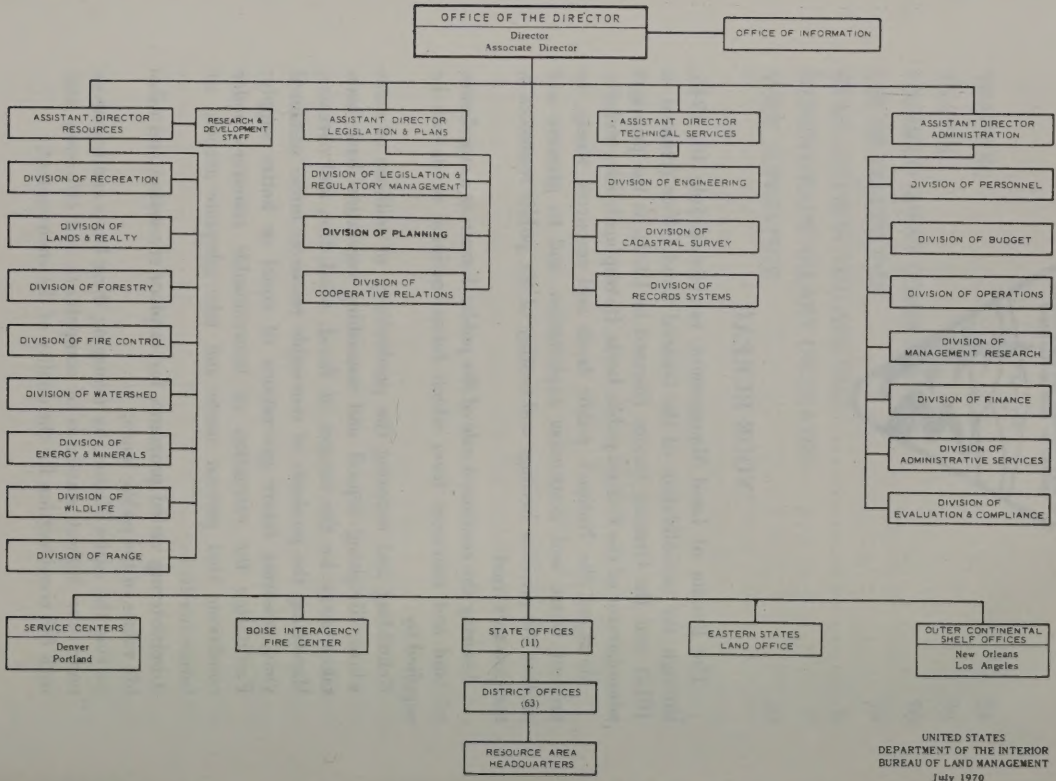
Rebuilding and restoring the productivity of millions of acres whose life-giving topsoil and nourishing vegetation have been taken away by the ravages of flood, wind, fire, and over-use;

Harvesting the products of renewable resources under sustained yield, assuring future generations of equal or better supply;

Facilitating the extraction of nonrenewable resources under conditions that prevent waste and take adequate account of future needs;

Administering varied programs for outdoor recreation and wildlife values of the public lands;

Serving the entire Nation, by managing these lands and resources under the highest standards of competence and efficiency and with full consideration for the quality of the environment.



UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
July 1970

EQUAL EMPLOYMENT OPPORTUNITIES

It is the policy of the United States Government, the Department, and your Bureau to afford equal opportunity to all qualified persons and to prohibit discrimination because of race, sex, color, religion, or national origin.

Equal Opportunity for Women

Women are considered for appointment, promotion, or training on an equal basis with men when they meet the applicable experience, education, skills and physical requirements for the training or duties of the position. Exception to this concept is made only in certain circumstances where it can be clearly and logically concluded that a particular individual under consideration cannot reasonably be expected to perform effectively the duties of the position.

APPOINTMENTS

The objective of the Civil Service Act, in effect since 1883, was to eliminate a "spoils system" and make sure that employment in the Federal service would be based on merit and fitness with equal opportunity to all. It is our objective to obtain from among available persons the one best qualified to perform the duties of a particular position and one who has the potential to advance to higher level positions in the future.

A vacant position normally is filled by the promotion or reassignment of a qualified Bureau employee. However, persons available outside the Bureau may be appointed if they are better qualified. If the position cannot be filled by either of these means, the personnel office requests, from the Civil Service Commission, a list of names of qualified persons and assists the appropriate supervising official in making a selection.

Whether you are a new Federal employee or came to the Bureau from another Federal position, you are probably serving in one of the following types of appointments:

Career-Conditional – This kind of appointment is the first step by a new employee toward a career in the Federal service. If you have this kind of appointment, you were selected from a list of eligible

applicants certified by the Civil Service Commission. The first year of your service is a probationary period and a continuation of the qualifying procedures. During this year, termination of your appointment may be effected without resort to formal removal procedures, if for any justifiable reasons, your supervisors feel your continuance would not be in the public interest. The remaining two years serve to determine further your desire and interest in and acceptability for a career in the Federal Government. This appointment is under the Civil Service Retirement System and deductions are made from your salary for this purpose.

Career – After you have successfully completed three years of substantially continuous service as a career-conditional employee, your appointment is automatically converted to a career appointment. This offers you greater retention rights in reduction in force and priority in placement if separated because of reduction in force.

Temporary Limited – A temporary limited appointment is made for the specific period of time considered necessary to get one particular job done. This period normally does not exceed one year and may be terminated at any time. Normally, under such appointment you are not subject to the Civil Service Retirement Act but deductions are made from your salary for Social Security.

Temporary Pending Establishment of Register – This type of appointment is infrequently used but may be given to persons recruited directly by the Bureau for continuing positions when there is no Civil Service list of eligibles for the job or when the list is not adequate. You are not subject to Civil Service Retirement, but to Social Security. When an examination is announced to establish a register applicable to your position, you must compete successfully in the examination and be certified for career-conditional appointment. Failure to qualify in the examination may result in your being displaced. In addition, your appointment may be terminated at any time.

Excepted – These are appointments to positions which have been specifically excluded from competitive requirements by statute or by the Civil Service Commission. Such appointments in this Bureau

are to positions involving seasonal employment. Your appointment is subject to the provisions of the Veterans Preference Act and to policies and procedures of the Department. Excepted employees do not have competitive status. Deductions are made from your salary for Social Security.

Intermittent and Part-time – Employees may be appointed on an intermittent or part-time basis under any of the above-mentioned types of appointment. An intermittent employee is one on less than a full-time basis with no prescheduled regular tour of duty. A part-time employee is one on less than a full-time basis under a prescheduled regular tour of duty.

SALARY AND WAGE ADMINISTRATION

Your salary is determined by the kind of position that you hold. It may be set, (1) under the provisions of the Classification Act of 1949, as amended, (2) on the basis of rates which are paid to people doing similar work in the locality where you are employed, (3) through collective bargaining, or (4) administratively. Regardless of which system is used, the principle of equal pay for substantially equal work is adhered to. Most Bureau employees are covered under either of the following systems:

Classification Act – Almost all professional, subprofessional, administrative and clerical personnel are in positions which come under the Classification Act. These positions are placed in of the "General Schedule" grades, GS-1 through GS-18, and are graded on the basis of difficulty and responsibility of your duties as well as the qualification requirements of the work to be performed. The Congress establishes the pay rate for each grade in Classification Act positions. Within each grade several pay rates are arranged in steps, known as within-grade rates. Salary charts are distributed when schedules are revised. You will receive a copy of your position description containing a clear and concise statement of the major duties, responsibilities, supervision received and exercised, originality required, and other important items about your position.

Wage Board – Employees working in the trades, crafts, or labor occupations are paid prevailing rates under the Coordinated

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Federal Wage System. This system provides common policies, systems, practices, and job grading standards for uniform application by all Federal installations in fixing pay for wage board employees as nearly as is consistent with the public interest in accordance with prevailing rates.

WHEN AND HOW YOU ARE PAID

The official pay day for all Bureau employees is every other Thursday. However, checks are dated the day they are issued by the Treasury Department and may reach you on or before pay day. In the illustration below, the period 4 through 17 inclusive constitutes a pay period. Pay day for this period would be on or before the 27th of the month and your pay check would cover the work you did during the two weeks ending on Saturday, the 17th. Payment for the amount you earn during the lag catches up with you in your final check if you leave the Department.

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Pay Day

All pay checks are mailed directly to the address which you specify. The address may be your residence, bank, or any other address you choose. You may not designate your office address unless you are a field survey party member. If you desire to have your check mailed to a bank, it is advisable to contact the bank for necessary arrangements, such as a power of attorney, which the bank may require. If you should lose your check, report the loss immediately to your payroll representative. If you wish to change your mailing address you should contact your payroll representative for the necessary forms.

WITHIN-GRADE SALARY INCREASES

General Schedule Employees

You will receive periodic increases if you are paid on a per annum basis, occupy a permanent position, have not reached the maximum rate of compensation for your grade, and it is determined that your work is of an acceptable level of competence. If you meet these requirements you receive a step-increase at the intervals shown below:

Step You are in Now	*Waiting Period for Advancement to Next Step*
1, 2, and 3	52 Calendar Weeks
4, 5, and 6	104 Calendar Weeks
7, 8, and 9	156 Calendar Weeks

Acceptable Level of Competence

Performance of an acceptable level of competence generally denotes work of a degree above that typified by the marginal employee. Work should be of a quality and quantity at which an increase in pay has been justified and earned. The barely satisfactory employee is passed over for a within-grade increase until his work improves. An unacceptable level of competence occurs when the employee's work performance is such that he barely escapes removal from his position.

When a supervisor determines that an employee's work continues below an acceptable level of competence, the employee is notified promptly of this decision in writing. He is then given an opportunity, if he makes a timely request as specified in the notice, to secure a reconsideration. If this review is decided in the employee's favor, the new determination supersedes the earlier one and is deemed to be made on the date of the earlier determination.

On the other hand, if it is still determined that the employee's performance is not of an acceptable level of competence, the employee may wish to appeal to the Civil Service Commission. If the Commission upholds the determination, the employee is again given an opportunity to qualify for his within-grade increase during the next 52 calendar week period. If this new determination is favorable,

the effective date of the increase is the first day of the first pay period beginning on or after the date of the new determination.

DEDUCTIONS

Following each pay period you will receive an earnings statement showing your gross pay for the period, the amount of each kind of deduction, and your "take-home" or net pay. The statement further shows your current year gross earnings to date and the total amount of annual and sick leave earned during the current pay year. You are also informed as to the amount of annual and sick leave taken and available, as well as any other type of leave which you may have taken.

Withholding Tax

Federal withholding tax is deducted from your gross pay and credited to your tax account. If you are a resident of the District of Columbia or of a state requiring income tax withholding, this deduction is also made from your gross pay. The amount of tax withheld depends upon your gross earnings and the number of dependents you claim on Form W-4, Employee's Withholding Exemption Certificate. If your marital status or the number of dependents you claim changes, you may wish to submit a revised Form W-4 to your payroll representative. At the end of the calendar year you will be given a statement, Form W-2, showing the amount paid to you by the Bureau during the year and the amount of taxes withheld.

Retirement

If you are subject to Civil Service Retirement, a percentage specified by law, is deducted from your gross pay and credited to your retirement account. After five years of Federal civilian service the Retirement Fund entitles your family to survivor benefits in case of your death. Survivor annuities may be payable upon your death to your widow (or widower) and children. If you wish to name some other person as beneficiary for lump sum benefit purposes only, you may do so by advising your personnel office.

If you resign, are separated, or transfer to a position that is not under the Civil Service Retirement Act before becoming eligible for an immediate annuity, you may be entitled to a deferred annuity beginning at age 62 if you have had at least five years of Federal

civilian service. If you leave your position it is suggested that you ask your personnel office whether you are eligible for this annuity before you make a request for refund of retirement deductions.

If you should receive a refund, and, at a later date, be reemployed in the Federal service, the refunded period will not count in computing your annuity unless the amount of the refund is paid back into your retirement account. Failure to repay the annuity or a like amount could result in a sharp reduction in the amount of your annuity, and, also in the event of your death, could result in a sharp reduction of your survivor's annuity.

Retirement deductions, however, are refunded to an employee who resigns or is separated regardless of length of service, if claim is filed prior to 32 days before eligibility for annuity, or if you are not reemployed in a position subject to the Civil Service Retirement Act within 31 days from date of separation.

When you retire all unused sick leave will be credited to your length of service on the basis of 22 days being equal to one month of service. It may not, however, be used in determining the high-three average or in computing the time required for retirement eligibility.

Your membership in the Civil Service Retirement System is important to you and your family. So that you may know about all the features of the system as they apply to you, the Bureau furnishes its employees with a "Certificate of Membership" and a pamphlet "The Civil Service Retirement System" which fully explain the benefits.

Another pamphlet, "Your Retirement System" is available upon request.

Who is Covered – If you have a career or career-conditional appointment in the competitive service or if you have a full-time excepted appointment without specific time limitation, you are automatically covered by the Civil Service Retirement System. If you have a temporary, indefinite or intermittent type of appointment (without career or career-conditional "status") you probably are not eligible for Civil Service retirement coverage. Item 10 on your latest copy of SF-50, "Notification of Personnel Action", indicates whether you are covered by the retirement system.

Cost – If you are covered by the retirement system, a percentage established by law is deducted from your gross salary each pay period as your contribution to the cost of the retirement system. To supplement the amount which you pay into the fund, the Government contributes a substantial share of the cost of retirement benefits.

You may be eligible to increase the amount of your annuity by making voluntary contributions to the retirement fund. Upon request, your personnel office will provide you with further information on this subject.

When You May Retire – If you are subject to the Retirement Act you must retire at age 70 after 15 or more years of service. You may retire and draw an immediate annuity provided you meet any combination of minimum age and service requirements, as well as the special requirements (if any) shown below:

Minimum Age	*Mimimum Service (Years)*	*Special Requirements*
62	5	None
60	20	None
55	30	None
50	20	Must be involuntarily separated; annuity reduced by 2% for each year under age 55

Any	25	Must be involuntarily separated; annuity reduced by 2% for each year under age 55
Any	5	Must have 5 years of Federal civilian service and be totally disabled for working in your job

Most military service counts toward retirement, but in all cases an employee must have had at least five years of civilian Federal service in order to be eligible for retirement.

Life Insurance

If you are eligible for and did not waive (decline) Government Employees' Life Insurance coverage, a percentage is deducted from your paycheck for each $1,000 of insurance coverage to which you are entitled. For employees earning $8,000 or less annually, the amount of insurance coverage is $10,000. If you earn more than $8,000 the amount of your coverage is $2,000 more than the nearest $1,000 above your salary, with a maximum coverage of $45,000. Examples: if your salary is $11,223 your insurance coverage is $14,000; if you earn $9,308 you are covered for $12,000. Your cost of this insurance is 27½c per $1,000 coverage each pay period.

The plan provides for payment of double indemnity for accidental death and payment for accidental loss of eyesight or one or more limbs. Your life insurance continues, at no cost to you, if you are receiving compensation benefits because of disease or injury and you are unable to work.

Life insurance continues after you retire, at no cost to you, if you retire on immediate annuity and have had at least 12 years of creditable service, or have been retired for disability.

Each month, beginning on the first day of the second calendar month following the date of your retirement or 65th birthday, whichever is later, your life insurance will be reduced by 2% of the amount in force before the first such reduction. Your insurance

cannot be reduced below 25% of the amount in force before any deduction.

Each employee who is insured for regular insurance is eligible to elect optional insurance in the amount of $10,000.

Health Benefits

The Health Benefits program offers you, as an employee, an opportunity to join certain group health benefits plans with better rates and better protection than may be available to you on an individual basis. If you are eligible for and apply for health insurance the Government pays up to half the cost of your membership. The amount you pay depends on the price of the particular plan you join. Through payroll deductions you pay the difference between the amount the Government contributes and the amount your plan costs.

The amount of medical costs that the program will pay depends on the plan you choose. Most plans cover some but not all of the costs of hospitalization and of surgical and maternity care. The kinds of expenses covered, and how well they are covered, vary.

Savings Bonds

If you choose to purchase United States Savings Bonds through payroll deductions, the amount deducted depends upon the size and number you wish to purchase in a given period of time. At your request, the purchase of bonds may be changed or cancelled at any time.

Union Dues

If an employee is a member in good standing of a recognized employee organization, he may arrange to have his dues withdrawn from his salary and sent directly to the organization. The withholding of dues is not made for an employee whose net salary after other legal and required deductions is not sufficient to cover the allotment for dues. This could possibly occur when an employee has had a period of time in a non-pay status (leave without pay, absence without leave, suspension, or furlough). Deductions are not made for a part-time or intermittent employee.

Savings Allotments

You may elect to have as many as two allotments of pay remitted to a financial organization for savings (including shares) accounts. Organizations include any bank, savings bank, savings and loan association, and the Federal or State chartered credit union.

Charitable Organizations

You may make regular contributions to voluntary charitable organizations administratively approved for on-the-job solicitation through a payroll deduction plan if this can be accomplished under the provisions of your appointment.

LEAVE

In the Federal service we speak of approved absence from work as "leave". There are two basic types of leave—with pay and without pay. There are several types of leave with pay but the two most common are annual leave for vacation and necessary personal business, and sick leave to cover illness or visits to your doctor, dentist or oculist. The minimum charge for annual or sick leave is one hour. Additional leave is charged in multiples of one hour.

All employees of the Bureau are subject to the standard Government leave regulations except (a) temporary employees

engaged in construction work at hourly rates; (b) employees appointed without compensation; (c) employees paid on a "fee" basis; (d) part-time employees for whom there has not been established in advance a regular tour of duty of one or more days during each administrative workweek.

Annual Leave

The annual leave you earn is intended to permit at least one vacation of two weeks during the year, or longer if the work load permits, and additional opportunities to shop or pursue leisure time activities. The leave system provides for greater annual leave benefits as service increases.

Amount of Service	*Leave Earned Per Year*
Less than 3 years	13 Days (4 hours biweekly)
3 to 15 years	20 Days (6 hours biweekly) *
Over 15 years	26 Days (8 hours biweekly)

*** 10 hours – last pay period of the leave year**

Normally, part-time employees with 15 years or more service earn one hour of annual leave for each 10 hours in a pay status, those with three but less than 15 years earn one hour for each 13 hours in pay status, and those with less than three years earn one hour for each 20 hours.

You must secure the approval of your supervisor before taking annual leave, except in an emergency situation. This enables your supervisor to plan the work program with due consideration as to whether or not your absence would cause undue hardship in regard to the existing or unexpected workload. The annual leave you earn is intended to provide for a vacation each year and for shorter periods of leave for personal reasons. You are urged to take a vacation of two consecutive weeks each year.

In general, 30 days is the maximum amount of accumulated leave which you can carry over to your credit from one leave year to the next. Some employees carry over a greater amount because their leave ceilings are subject to the Savings Provision of the Annual and Sick Leave Act of 1951, as amended.

A new employee must remain in his position for 90 days before becoming eligible to take annual leave. After 90 days you are credited with the leave earned during that period. Leave without pay during this period does not break the continuity of the 90 day requirement. For this reason, absences during this period are charged as leave without pay except when it is proper to charge the absence to sick leave. If you leave your position for any reason other than transfer to another position under the same leave system, you will be paid in a lump sum for any unused annual leave that does not exceed 30 days or the amount carried over to your credit at the beginning of the leave year whichever is greater. Any leave in excess of this amount must be used prior to time of separation or be forfeited.

Sick Leave

Sick leave accrues to full-time employees on the basis of four hours each full biweekly period (13 days a year), irrespective of length of service. Part-time employees earn one hour of sick leave for each 20 hours in a pay status. The amount of sick leave earned is usually ample to cover most minor ailments during the year and also allow for gradual accumulation of leave for use in the event of a major illness. There is no maximum limitation on the amount of sick leave you may accumulate. You may be granted sick leave when you are unable to perform your duties due to sickness or injury, when you undergo medical, dental, or optical examination or treatment, or when the doctor requires that you absent yourself from your work because of contagious disease in the family. For periods of sick leave in excess of five consecutive days, a doctor's signature is required on Standard Form 71, Application for Leave. His signature may be required in other instances at your supervisor's discretion.

Illness should be reported to your immediate supervisor as early as possible on the first day of absence on sick leave.

Leave Without Pay

Leave without pay is approved temporary non-pay status from regular duties. It is the practice of the Bureau to grant leave without pay only when it is of mutual benefit and interest to the Bureau and to the employee. It may be granted for such reasons as education, recovery from illness or disability not of a permanent nature,

pregnancy, and service with non-Federal public or private organizations.

In all cases leave without pay must be applied for in writing and approved in advance. When leave without pay is granted, ordinarily the leave does not start until all accrued annual leave is exhausted and if the leave is due to extended illness, not until all sick leave and annual leave are exhausted. Sick and annual leave do not accrue each time 80 hours of leave without pay accumulates. You do receive retirement credit for periods up to six months of leave without pay taken in any calendar year. Leave without pay, up to six months per calendar year, is also creditable as service completed in computing your annual leave category.

Absence Without Leave

Absence without official leave (AWOL) is charged when an employee fails to report for duty without prior approval of leave, does not give prompt or acceptable notification of his absence, does not have an acceptable excuse for his absence, or is unable to perform his official duties because of his own misconduct. AWOL is a non-pay status and may be reason for disciplinary action.

Maternity Leave

Absence from duty may be authorized in maternity cases. Such leave is not denied unless it would seriously impair the administrative or operating functions of the Bureau. Absence is chargeable to sick leave during the time a doctor's certificate indicates that you are incapacitated for duty. In addition to sick leave, annual leave and leave without pay may be granted to cover any additional period up to 14 weeks during which you are incapacitated for duty. If necessary, the period may be extended beyond that time. You are expected to report your pregnancy as soon as practicable so that your supervisor can take any necessary steps to protect your health. Also, this allows your supervisor time to arrange for your replacement during the period of leave to be granted.

Military Leave

Up to 15 calendar days military leave may be granted during each calendar year to career, career-conditional, TAPER, term, and

indefinite employees who are members of the National Guard, or reserve components of the Armed Forces when ordered to training duty. Employees who are members of Reserve Officer's Training Corps are not eligible for military leave for summer training. Such employees are put on annual leave or leave without pay during their training. You should make application for military leave well in advance of the annual training period of your reserve organization.

If you are called to duty for the purpose of providing military aid to enforce the law, you are entitled to military leave in addition to the leave granted for training duty. You should check with your personnel office regarding the number of days to which you may be entitled.

Court Leave

If you are either serving under a permanent or temporary appointment or other type and you are called to court as a witness for the Government, or to serve on a jury, you will be eligible for court leave with pay. However, if you are a part-time employee, you are entitled to court leave for only those hours during which you would have otherwise been in duty status. An intermittent employee is not entitled to court leave. You should notify your supervisor immediately if you are summoned.

Pay received for services as a juror or as a witness while on court leave may or may not be retained by you as an employee. You must check with your personnel or administrative office as to whether you should collect the fees and what disposition should be made of them, if collected. As a usual practice the Bureau does not ask to have personnel excused from such duty.

Excused Absence

Brief periods of excused absence may be authorized (not charged to other leave) because of voting during elections, inclement weather, breakdown of maintenance facilities, to attend the funeral of an immediate relative killed in line of duty in the Armed Forces, to donate blood, or other such special occasions as are appropriate.

Any employee on annual or sick leave when excused absence is authorized for all employees may not have his annual or sick leave charged to excused absence. Supervisors have the responsibility of maintaining an appropriate work force when excused absence is

authorized. Employees granted excused absence are compensated at their regular rate of pay.

HOURS OF WORK

You generally work an eight hour day and a 40 hour week Monday through Friday unless you are employed on a part-time or intermittent basis. Certain employees may be required to work shifts involving other than standard hours. Your supervisor will advise you of your hours of official duty.

Holidays

As of January 1, 1971, holidays for Government employees will be:

New Year's Day	January 1
Washington's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans Day	Fourth Monday in October
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

By order of the President or Congress, any other day may be designated as a special holiday. If you work the basic Monday through Friday workweek and a legal holiday falls on Sunday, you are granted the following Monday as a holiday; if the holiday falls on a Saturday, you are granted the preceding Friday as a holiday. Employees assigned to other workweeks whould consult with their supervisor regarding holiday schedules.

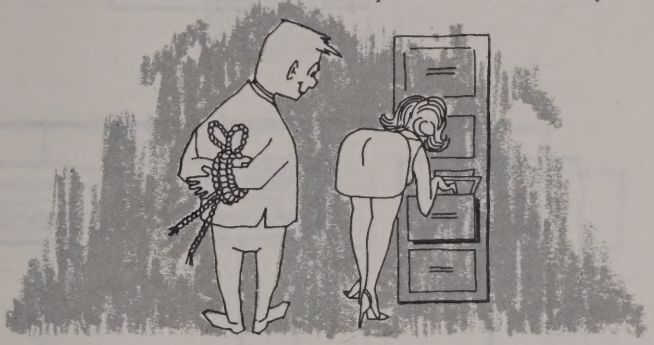
Overtime

Occasions may arise when you will be required to work overtime. If you are authorized and directed to work overtime you are either paid or given compensatory time off (time off equal to the amount of time worked in lieu of being paid). Persons whose rate of pay is less than the maximum rate for GS-10, Step 1, are normally paid for such periods but may be given compensatory time off if they request it. Wage Board employees authorized to work more than 40 hours in any one week or more than eight hours in any one day must be paid for such excess time.

Classification Act employees whose pay is not above the rate of the first step of GS-10 are paid at the rate of one and one-half times the basic pay for any authorized overtime worked; those whose

salary rate is in excess of the first step of GS-10 are paid at the rate of one and one-half times the hourly rate for the first step of GS-10. Wage Board employees receive time and one-half for overtime worked. Emergency firefighters do not receive overtime pay. Intermittent employees receive overtime pay for all hours worked in excess of eight hours in any day, but *do not* receive overtime pay for hours worked in excess of 40 hours per week.

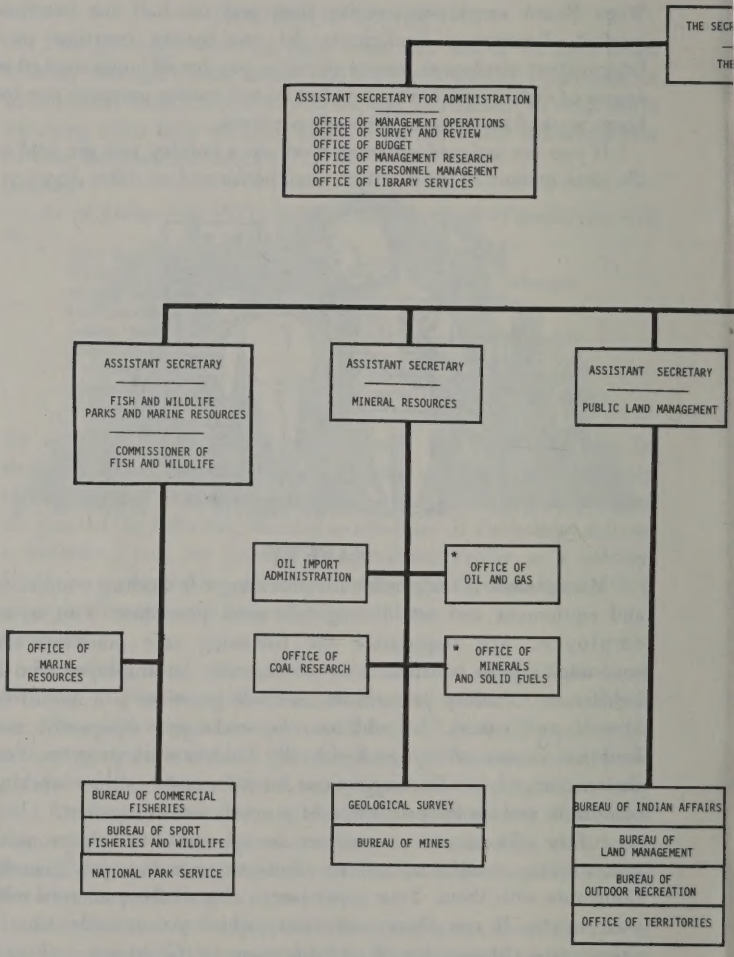
If you are assigned overtime work on a holiday you are paid in the same manner as for overtime work performed on other days.



SAFETY

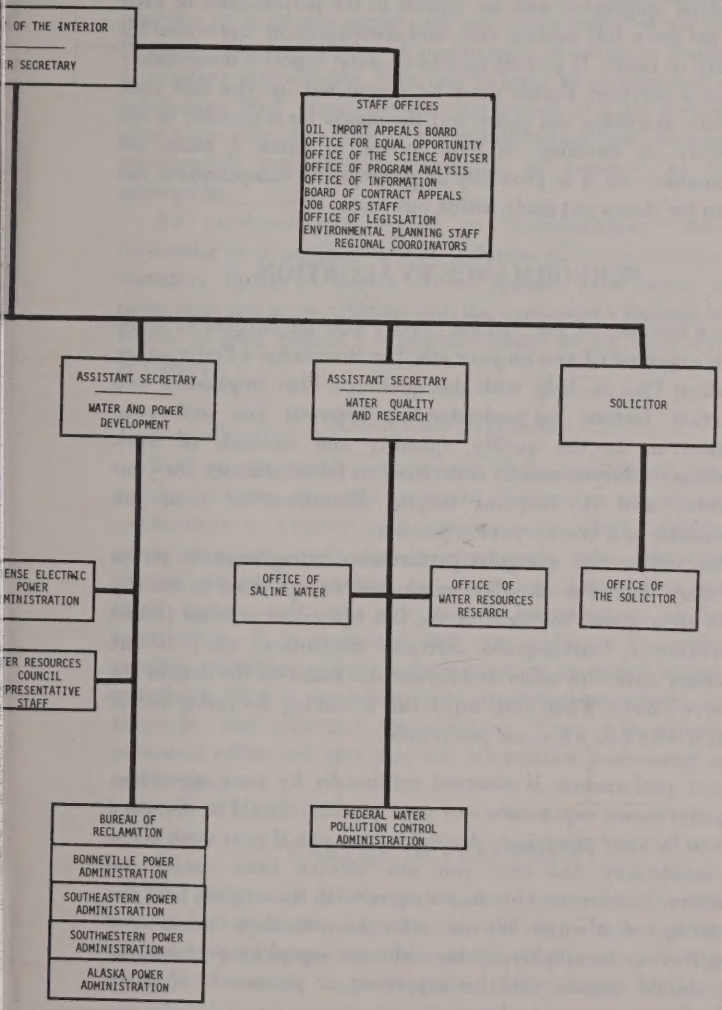
Management is responsible for providing safe working conditions and equipment and establishing safe work procedure. You, as an employee, are responsible for following safe practices and encouraging your co-workers to do likewise. An employee who is indifferent to safety precautions and safe practices is a hazard to himself and others. In addition, he endangers equipment and facilities, wastes money, and generally hinders work progress. You are encouraged to offer suggestions for safer and healthier working conditions and for the protection of property and equipment.

Safety officers and committees are appointed to help promote safe working conditions and to eliminate or reduce job hazards. Cooperate with them. Your supervisor is also vitally concerned with your safety. If you observe situations which you consider unsafe, either correct them yourself or bring them to the attention of your supervisor or safety committee. Don't wait until an accident occurs.



* ALSO INCLUDES PLANNING RESPONSIBILITY FOR EMERGENCY ORGANIZATIONS

IOR - ORGANIZATIONAL CHART



INJURY BENEFITS

Federal employees who are injured in the performance of their duties are given full medical care, and compensation is provided for disability or death. If you are injured on duty, report it immediately to your supervisor. Forms must be completed by you and your supervisor describing the injury and the reason for it whether or not the injury is disabling. If you intend to make a claim for compensation, do it as promptly as possible. No compensation can be given for claims not made within one year.

PERFORMANCE EVALUATION

As a member of the Federal Service you are entitled to know what is expected of you on your job. The Bureau has a Performance Evaluation Plan to help with this goal. The Plan emphasizes two important factors; (a) understanding between you and your supervisor as to the quality, quantity and methods of work (Performance Requirements) considered to be satisfactory for your position, and (b) frequent helpful discussions of your job performance with you by your supervisor.

You will receive a regular performance rating annually on an anniversary date. For classified employees, except those in the top step of their grade, the date of the last equivalent increase (initial appointment, within-grade increase, promotion, etc.) is the anniversary date. For other employees, it is based on the date of the employee's birth. When your supervisor is making the rating he will discuss it with you whenever practicable.

Your performance is observed continually by your supervisor. The performance requirements of your position should be discussed with you by your supervisor who will inform you if your work is less than satisfactory and how you can become more useful and productive. Employees who do not agree with their rating have the right to appeal it within 30 days after receiving their Performance Rating Notice. An employee who wishes to appeal his performance rating should consult with his supervisor or personnel office for details of the proper procedures.

Unsatisfactory Performance Evaluation – If an employee's performance substantially fails to meet the requirements of his position, he is given a written warning and a period of not less than 90 days, with reasonable work opportunity, in which to demonstrate satisfactory performance. If he fails to bring his performance up to a satisfactory level within the warning period, or if his performance, after improving, slips back to the unsatisfactory level, his supervisor recommends reassignment, demotion, or removal, as may be appropriate.

An employee may appeal an "Unsatisfactory" rating by requesting an impartial review by a Bureau ad hoc committee or the Statutory Board of Review. If he appeals to a Bureau ad hoc committee and is not satisfied with the committee's findings he may, within 30 days, request a subsequent review by the Statutory Board of Review.

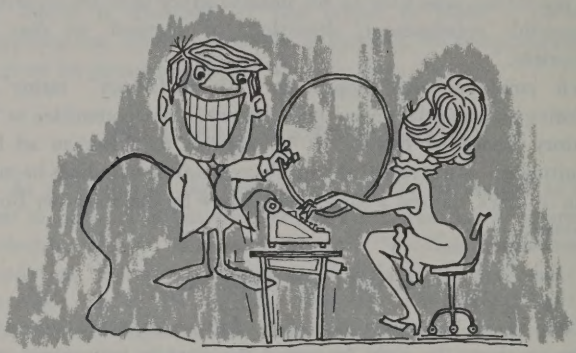
RIGHT OF APPEAL

You, as an employee, or any duly constituted group of employees, have the right to appeal decisions in connection with performance evaluations, grievances, position classification, compensation, reduction-in-force, wage rate determinations, discriminations, suspensions, and demotions. Complaints based on these factors are often due to misunderstandings or lack of information. It is suggested that you endeavor to resolve any possible misunderstandings before resorting to appeal action. Any complaint, filed in accordance with prescribed procedures, receives thorough and unbiased consideration. Your administrative or personnel office will give you full information concerning appeals and hearings.

CAREER DEVELOPMENT

The purpose of the Bureau's Career Development System is to provide an equitable, objective method by which qualified and interested employees may be selected for positions within the Bureau. It assures each employee that he will be given full consideration and opportunity for career advancement to the extent

compatible with management objectives. The System provides for recruitment, development, retention, promotion, training, and intelligent use of the Bureau's total manpower resources. It also provides for career patterns and progressions for mutual benefit of the Bureau and the employee.



TRAINING

When you first come into the organization you are given a general introduction to your bureau and its objectives by someone in your personnel or administrative office. Training, therefore, begins on the day you start your new job. Your supervisor will teach you what to do and assist you in every way possible. Your opportunities for advancement will improve as you perform your duties more efficiently and demonstrate potential for performing more responsible work. There are two basic types of training undertaken by the Bureau for employees: on-the-job training, such as secretarial skills, firefighting and safety; and career development training, which includes administrative, managerial, and technical training. All employees have the opportunity to attend courses within the Bureau, the Department, and other agencies, as well as schools, colleges, or universities. In many cases, employees attend training

programs at Bureau expense. As an example, your Bureau participates in the following:

Departmental Manager Development Program.

The Departmental Training Program is conducted in Washington, D.C. in conjunction with the Department of the Interior. It provides an opportunity to develop and strengthen managerial skills and to increase knowledge about the organization and operation of the Federal Government. The program consists of orientation at the Bureau and Department levels, monthly Departmental meetings with various speakers, a required course at a local college or university in a field to develop the skills of the individual, and work assignments in the Bureau, other bureaus, and the Department. Minimum requirements for eligibility and instructions in applying for this program are described in detail in a Training and Promotion Announcement issued each year by the Washington Office.

Supervisory Training.

The Bureau Supervisory Training Program is presented on a continuing basis in an effort to provide a supply of trained personnel to fill supervisory and managerial positions. Newly promoted supervisors must have at least 40 hours of Supervisory Training within the first six months after selection as a supervisor and an additional 40 hours of training within two years. It is the Bureau's policy to encourage potential supervisors to participate in this program. The training will consist of teaching the skills, knowledges, attitudes and abilities necessary for the successful accomplishment of supervisory responsibilities.

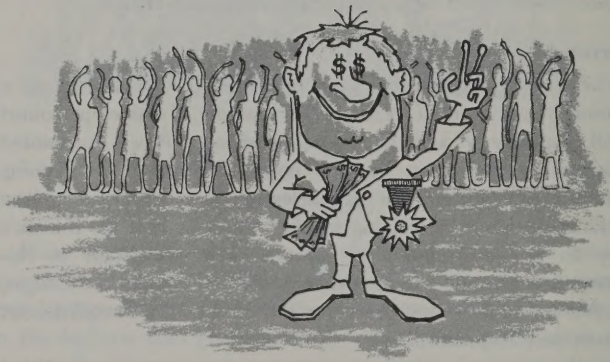
Employee Development

The Bureau encourages employees to participate in training which will increase their effectiveness. This training may be to update working skills that are necessary to efficiently perform their present duties, or to gain new work skills for future assignments.

Employees are encouraged to avail themselves of the opportunities for training through Bureau programs as well as courses offered by other agencies, colleges, universities, or private organizations.

UNEMPLOYMENT COMPENSATION

Federal employees, with a few exceptions, are covered by unemployment insurance without cost to them. Therefore, if you are involuntarily separated for any reason other than misconduct you may be eligible to receive such benefits. Unemployment benefits are paid by a State employment security agency under the provisions of its employment security law. The States are reimbursed by the United States Government for payments to Federal employees. The amount of your weekly payment is dependent upon the law of the State where you were last employed. Further information and necessary forms for filing a claim will be furnished you upon separation from Federal employment.



INCENTIVE AWARDS PROGRAM

The Incentive Awards Program of the Federal Government was established to improve Government operations and to recognize employees through the medium of incentive awards. The Program recognizes and rewards you individually or in a group for your suggestions, inventions, superior accomplishments, or other personal efforts which contribute to efficiency, economy, or other improvements in Government operations. There are several types of

awards for which you might be eligible and cash awards can range from $15 to $25,000. Some of the various awards available to you are described below:

Quality Increases

If for a significant period of time your performance in the most important functions of your job is characterized by high quality performance above that ordinarily found in the type of position concerned, you may be recommended by your supervisor for a "quality increase". A "quality increase" is a within-grade increase additional to those normally provided at 52, 104, or 156-week periods.

Superior Performance

If your performance of one or more aspects of your job has been superior for a period of six months or longer, your supervisor may recommend you for a cash award for sustained superior performance.

Suggestions

You are encouraged to suggest improvements in methods, procedures, working conditions, service to the public, employee morale, health and safety. Suggestions may be either outside your job responsibilities, or within, if sufficiently superior or meritorious to warrant special recognition. Suggestions should be submitted in writing to your supervisor, who will forward them to your Field Incentive Awards Committee or to the Bureau Incentive Awards Committee in Washington.

Other Awards

Recognition is also given to employees who perform in a superior manner over a period of time or make contributions to administration, science or research. Honor awards are also made for distinguished, valorous, meritorious, and commendable service. Length of service emblems are awarded by the Department of the Interior to employees who have worked in the Federal service for stated periods. Ten-year, twenty-year, and thirty-year emblems are awarded at completion of the respective periods.

INVENTIONS AND PATENTS

Inventions made by employees are subject to established patent regulations. If you make or develop an invention while you are employed in the Department it must be reported through your supervisor and the Director to the Solicitor. If the invention is a group effort, the report is made by the supervisor. Your personnel or administrative office will provide you with full information on the procedure to follow.

COUNSELING

Supervisors and Personnel Officers of the Bureau will attempt to aid employees with personal problems that are related to the performance of their work. This service covers problems of health of the employees and their families, problems of financing, housing, recreation, etc. Every effort is made within available facilities to aid in solving such problems. Talk over your problems with your supervisor. If he cannot help you solve them, he will tell you how to refer them to the field personnel office or to the central office in Washington where counseling service is available.

LABOR-MANAGEMENT RELATIONS

The Department has a Labor-Management Relations Program. This Program states how employees and employee organizations may be consulted by management. Also, it specifies how employees may bring matters to the attention of management officials. In addition, it identifies the type of matters which are considered proper subjects for such consultation.

Federal employees may freely join lawful employee organizations. However, an employee may not be a member of an organization that asserts the right to strike against the Government, or that advocates the overthrow of the Government of the United States.

Employee organizations may be accorded the right to represent employees and negotiate collectively with management on such

items as working conditions, rules, grievance procedures, and vacation schedules. If you choose to join one of these organizations, you may do so without restraint, interference, or reprisal by anyone in the Government service. However, the right not to join employee organization is as firm as the protection for those who do care to become members.

GRIEVANCES

The dignity and importance of each individual are recognized and respected in the Department of the Interior. There is an established procedure by which an employee may present any dissatisfaction with regard to employment, working conditions, or work relationships. Such complaints are considered fairly and objectively on their merits. Any employee presenting a grievance is assured that he can do so free from restraint, interference, coercion, and without fear of discrimination or reprisal.

If you should have a problem or a complaint concerning your work, you should normally discuss it with your supervisor. If you do not wish to do this for some reason, you may discuss your problem with your administrative officer or with an appropriate representative of the personnel office. If this does not result in a satisfactory adjustment or if you do not wish to follow this course of action, you may file a formal grievance under the procedures prescribed by the Bureau.

CONDUCT

As an employee of the United States Government, you are expected to comply with Federal laws and to observe the regulations of the Civil Service Commission, the Department of the Interior and the Bureau of Land Management. You are expected to be aware of your privileges and responsibilities as a Federal employee. All employees are required to familiarize themselves with Part 370 Departmental Manual 735, "Regulations Governing Responsibilities and Conduct". A copy of this release is furnished each employee. You should make appropriate inquiry before involving yourself in any practice or activity which may be subject to question. Employees new to the Government sometimes do not

realize how innocent acts appear to a member of the public. Those outside the Bureau and the Department are inclined to judge the entire Bureau and Department on the basis of personal conduct of employees during and after working hours.

You are permitted to express your opinions and points of view on matters before you for consideration. However, after a policy has been established, you are required to comply. If you fail to carry out any lawful regulation, order, or policy, or deliberately refuse to obey proper requests from your supervisors, you are subject to appropriate disciplinary action. When the opportunity arises to be of assistance to a member of the public, whether by telephone or in person, remember that you are dealing with an individual. In his mind, you may represent the Federal government, and thus he could form his opinion of a major Federal program on the basis of your responsiveness, or worse, your lack of it.

Misconduct – Gambling and use of intoxicants are not permitted during duty hours and misuse of Government vehicles is not condoned. Criminal, infamous, dishonest, or immoral conduct on the part of an employee are causes for removal from the Government service.

Further common misconduct is assuming Government supplies and property are no longer needed or are of no further value to the Government so employees convert them to private use or take them home.

You are expected to pay each just financial obligation in a proper and timely manner. If you obligate yourself financially beyond your capacity to pay with reasonable promptness and are unable to satisfy your creditors, they may and often do bring your delinquency to the attention of your supervisor or your personnel office. This not only reflects on you as a person but also on the prestige of the Federal service and your standing as an employee, and it could finally lead to disciplinary action.

Few actions more quickly lead to misunderstandings, ill feelings, and dissention than borrowing money from fellow workers. Hence, the Bureau discourages the practice of money lending between employees.

Gifts – As an employee of the Federal Government you should not accept from or bestow upon any person or organization with which you deal officially, anything of economic value such as gift, loan, or gratuitous service. You may not solicit or make a contribution for a gift for an official superior nor can an official superior accept such a gift. This policy stems from statutes which prohibit the offer to a Federal employee or the acceptance or solicitation by an employee of anything of value, with intent to influence an official action or decision on any matter which may be brought before the employee in his official capacity. However, this does not prohibit a voluntary gift of nominal value or donation in a nominal amount made on a special occasion such as marriage, illness, or retirement. Except as specifically authorized by law, employees are prohibited from accepting from private sources on behalf of the United States voluntary donations or cash contributions for travel expenses, or the furnishing of services such as hotel accommodations, meals, and travel accommodations.

Selling or Soliciting – Employees and other persons are prohibited from selling or soliciting for personal gain within any building occupied or used by the Department without proper permission. This does not apply to solicitation for Government Bonds, Combined Federal Campaign, and other purposes approved under the President's fund raising policy, or token solicitations for floral remembrances, retirement gifts and similar purposes.

Dispensing Information - It is our policy to afford the public free access to information about our activities except in cases where, because of national security or related considerations, disclosure is clearly not in the public interest. You should confine statements on policies and programs to policies and programs on record. If requested to give information outside your authority, you should refer the request to the appropriate official.

Government Property – You will be held accountable for government property and monies entrusted to you. It is your responsibility to protect, conserve, and use them economically.

Government-owned supplies, tools, equipment and other property including passenger cars, trucks, tractors, etc. are not to be taken, loaned, or borrowed for unauthorized or private use. When you are authorized to use a Government automobile or aircraft, it does not include using the vehicle for pleasure, shopping, camping or hunting trips, or sight-seeing. Unless authorized in advance and in writing, you are not permitted to use a Government vehicle to travel between your residence and place of employment. A Government automobile is to be used only for matters connected with official duties.

Severe penalties are imposed for unauthorized use of Government property and could result in dismissal from Government service. If in doubt about any part of these regulations, consult your supervisor or personnel office.

Interest in Public Lands – As an employee of the Bureau of Land Management, you and your spouse are prohibited from acquiring any interest in lands or resources administered by the Bureau or retaining an interest in lands or resources administered by the Bureau acquired voluntarily or by any other method before or during employment by the Department of the Interior. There are, however, certain exceptions:

Temporary, intermittent, or seasonal employees engaged in field work relating to land, range, forest, and mineral conservation and management activities, whose employment does not exceed 180 working days in each calendar year may retain any interest which they hold, including renewal rights in lands or resources administered by the Bureau. They *may not* acquire additional rights.

Upon written request of an employee, the Secretary may approve the retention of lands and resources when the employee or his spouse acquired an interest by gift, devise, or by operation of law. The written request must be submitted through the Director within 90 days from date of acquisition.

If you are in doubt as to whether acquisition or retention of any interest in lands or resources would violate the provisions of the regulations, a statement of facts should be submitted promptly through proper channels to the Secretary of the Interior for a decision. The penalty for violation of any provision of the

regulations may be deemed sufficient cause for cancellation of the interest and removal from your position.

Financial Interests – Employees may not have direct or indirect financial interests that conflict or appear to conflict with their responsibilities and duties as Federal employees.

You may not, except officially in the discharge of your duties, represent anyone else before a court or Government agency where the United States is a party or has an interest.

Further, you may not use your Government employment for a purpose, or give the appearance of being motivated for private gain for yourself or another person, particularly one with whom you have family, business or financial ties.

Outside Work – You are permitted to have another job, only if it does not prevent you from devoting your primary interests, talents, and energies to your position in the Bureau. For example, abuse of leave privileges in order to engage in outside work shall be treated as an interference with official performance. Also, there must not be a conflict of interest. A "conflict of interest" may be defined as that in which a Federal employee's private interest, usually of an economic nature, conflicts or raises a reasonable question of conflict with his public duties and responsibilities. Outside work may not be conducted on Government time, nor may it involve the use of Government funds, facilities, or equipment.

You are not allowed to receive any salary or anything of monetary value from a private source as compensation for your services to the Government.

You are not permitted to use a broker's or salesman's real estate license while you are employed for the Bureau.

You are encouraged to engage in teaching, lecturing, and writing. However, this is forbidden if your information is obtained as a result of your Government employment, except when the information has previously been made available or will be made available upon request.

If you have any questions concerning outside employment, please consult your supervisor or personnel office. Violations of or failure to comply with the above requirements may be cause for disciplinary action and statutory penalty.

Political Activity —Under the Hatch Political Activities Act you are allowed to vote as you please and express your opinions on all political subjects and candidates. As a Federal employee, however, there are certain restrictions.

You may attend a primary meeting, mass convention, caucus, etc. and vote on any question presented. You may not, however, act as an officer of the meeting, convention or caucus, may not address, make motions, prepare or assist in preparing resolutions, represent others, or take a prominent part. You cannot prepare, organize or conduct a political meeting or rally if partisan politics are involved. You may be a member of a political club and vote on questions presented but you may not be active in organizing such a club or be an officer of the club, nor may you take an active part in its management or affairs, represent other members or attempt to influence other members by your actions or words.

You may not distribute campaign literature, badges, or buttons. However you are allowed to wear a political badge or button and display a poster or picture in the windows of your home or on your automobile.

You may participate in activities or organizations that have for their primary objective the production of good government or the local civic welfare, provided such activities have no connection with

the campaigns of particular candidates or parties. Under certain circumstances, you may be a candidate for or hold some office or position under a state or local government.

Penalties required by law for violating the limitations and restrictions on political activity are severe. If you are interested in engaging in political activity of any kind you are urged to obtain and read thoroughly U.S. Civil Service Commission Pamphlet No. 20, "Political Activity of Federal Officers and Employees".

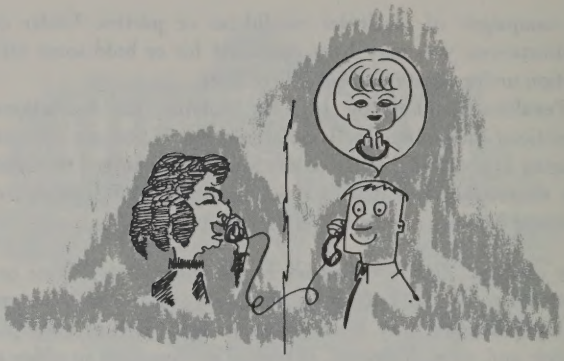
State or Local Office – Outside employment with a State or local government will be judged by the same criteria as other outside employment. You may be a candidate for office in a nonpartisan election and serve, if elected, as long as holding such an office would not conflict or interfere with your official duties or adversely affect our programs or relationships with the public.

Political Affiliation – No inquiries will be made concerning your political affiliations except as to membership in political parties or organizations constituted by law as a disqualification for Government employment. Except as may be authorized or required by law, discrimination may not be exercised, threatened, or promised by any person in the Executive Branch against or in favor of an employee in, or an eligible or applicant for, a position in the competitive service because of his political affiliation.

Professional Societies – You are encouraged to participate in professional societies and civic organizations insofar as it does not present or appear to present a conflict of interest with your Federal employment. Many of these organizations issue publications which help members to keep up with the latest developments in their field of work.

USE OF TELEPHONES

Government telephones are provided for conducting official business and should not be used for personal calls. You should request friends and relatives not to call you at work except in emergency situations.



Telephone calls should be answered promptly and pleasantly. When you leave your office, tell someone else where you can be reached. Also, make arrangements with one or more fellow workers to answer your calls while you are absent. Much of the courtesy in personal conversations is expressed through gestures and facial expressions, which are lacking in telephone conservations. You can compensate for this lack of the telephone by a pleasant and natural manner.

CHANGES IN NAME, MARITAL STATUS, HOME ADDRESS, OR DEPENDENTS

You are required to make a prompt report in writing to your supervisor of any change in name, marital status, home address, or dependents. Your supervisor will then forward this information to the personnel office so that appropriate changes can be made on personnel and payroll records. Unless you change your name by court order or marriage, you should sign your name in the same way on all official forms and documents. It is required that you use a given name as well as one or more initials, if you have any.

TARDINESS

Upon occasion tardiness is unavoidable, however, employees who are consistently late are unfair to themselves and their employer

and set a bad example for other employees. You are expected to give full measure of work for the pay you receive. Habitual lateness could lead to dismissal.

YOUR OFFICIAL PERSONNEL FOLDER

Your personnel folder contains all official papers pertaining to your employment and is the permanent record of your service in the Federal Government. It is maintained for official use only and is not open to inspection by unauthorized persons.

Employees may inspect their own personnel folder and are afforded the opportunity to copy any of the nonconfidential material or data contained therein, provided that the time and place at which the folder is to be inspected is established by the personnel office.

RESIGNATION

If you resign from your position, you are expected to give as much advance notice as possible. Two weeks is generally considered the minimum notice, although more is desirable, if possible. The resignation, submitted in writing to your supervisor, should include the effective time and date, a forwarding address, and your reasons for resigning. When you leave the Bureau, all building passes, keys, identification cards and other credentials or Government property

must be turned in to the appropriate administrative office. Any indebtedness to the Government for travel advances, leave used but not earned, and the like must be liquidated before final salary payment is made.

REDUCTION-IN-FORCE

It is sometimes necessary to reduce employment or abolish a position because of lack of work or funds or for other reasons. If personnel cuts must be made because of lack of funds, the order in which employees are separated is determined on the basis of status, length of service, veterans preference, and performance rating. If you should be affected by a reduction-in-force, you will be given an explanation of how the order of retention and separation was determined and an opportunity to inspect the retention register. Your personnel office will make every effort to effect the necessary reduction through reassignment of employees to other jobs, placement of employees in other bureaus or agencies, not filling jobs already vacant, shifting surplus employees to new projects as jobs occur, and through other measures designed to protect employees from adverse effects. If the reduction cannot be accomplished through these measures in the time allowed, it becomes necessary to make involuntary separations. If you then feel that you have been affected through error in applying the reduction-in-force system, you are entitled to appeal the action.

SEVERANCE PAY

If you are involuntarily separated from a career appointment without cause, and if you are not eligible for an immediate retirement annuity, you may be eligible for severance pay. The amount of allowable severance pay will be computed by your Servicing Personnel Office.

MILITARY SERVICE

If you are other than a temporary employee and enter the Armed Forces of the United States, voluntarily or involuntarily, you will be granted a military furlough.

When you return from military duty with an honorable discharge, you will be restored to the same position you left or one that is comparable or better. If you are a permanent employee, while

you are absent on military duty, you are given the same consideration for promotion as other employees. When you return to the Bureau, your salary will be set to include any promotions and within-grade increases that you would have received had you remained in your job. If you enter military service while you are serving your probation, the time spent in service will be counted toward completion of your probationary period.

TRAVEL

Government regulations require that official travel be authorized in advance. Transportation tickets are purchased with special transportation requests and travelers will be reimbursed for other approved expenses. A copy of the booklet "Standard Government Travel Regulations" which you may obtain in your administrative office, will give further details.

REMOVAL

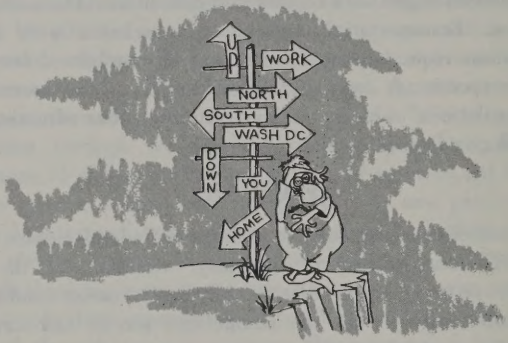
It is sometimes necessary to remove a Federal employee for misconduct, insubordination, disloyalty, violation of the law, immorality, or other serious reasons. Any career, career-conditional, or indefinite employee in the competitive service not serving a probationary or trial period receives a notice in writing of the reasons for any proposed removal action. He is given an opportunity to reply, stating why, in his opinion, the action should not be taken. After the employee's reply has been considered by the appointing authority, he is notified in writing of the action which has been decided upon. This decision can be appealed within the Department, or to the Civil Service Commission, if the employee feels the action is unjust.

YOUR SUPERVISOR

In performing your role in the Bureau's program you will be working primarily for and through your supervisor, the person who assigns your work and evaluates your performance. He is your instructor and primary source of general information. He should be regarded as your friend. Problems, as well as questions concerning your job, should be taken to him.

CONCLUSION

It is hoped that you have found this booklet interesting and informative. However, it should be understood that the information it contains is not complete without other standard publications that have been distributed on individual subjects. If you have any questions concerning your employment, please feel free to discuss the matter with your supervisor, or take them to your administrative or personnel office for advice and guidance.



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Respect for the public lands is the theme of the Johnny Horizon outdoor clean-up campaign sponsored by BLM. It involves individual citizens and groups in the fight against litter. Johnny Horizon is a symbolic outdoorsman who reminds users of the public lands, "This Land is Your Land – Keep it Clean."

GPO : 1970 O - 407-722

CODE OF ETHICS
FOR GOVERNMENT SERVICE

Any Person In Government Service Should:

Put loyalty to the highest moral principles and to country above loyalty to persons, party, or Government department.

Uphold the Constitution, laws, and legal regulations of the United States and all governments therein and never be a party to their evasion.

Give a full day's labor for a full day's pay; giving to the performance of his duties his earnest effort and best thought.

Seek to find and employ more efficient and economical ways of getting tasks accomplished.

Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not; and never accept, for himself or his family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of his governmental duties.

Make no private promises of any kind binding upon the duties of office, since a Government employee has no private word which can be binding on public duty.

Engage in no business with the Government, either directly or indirectly, which is inconsistent with the conscientious performance of his governmental duties.

Never use any information coming to him confidentially in the performance of governmental duties as a means for making private profit.

Expose corruption wherever discovered.

Uphold these principles, ever conscious that public office is a public trust.

This Code of Ethics was agreed to by the House of Representatives and the Senate as House Concurrent Resolution 175 in the Second Session of the 85th Congress. The Code applies to all Government Employees and Office Holders.